

CLUE Position Description
Writing Adviser

Salary:	Salary for undergraduates is \$12.80/hour and for graduate students is \$17.45/hour
Faculty / Staff Supervisor:	Becca Herman, CLUE Assistant Manager

Required Qualifications:

- Excellent written and oral communication skills
- Demonstrates excellent listening skills, patience, and ability to provide positive feedback as well as suggestions for improvement
- Strong grasp of basic writing conventions
- Ability to be flexible in working conditions and work collaboratively with other tutors
- Ability to work independently
- Active participant in University of Washington community

Preferred Qualifications:

- Experience as a tutor, mentor, teacher, facilitator, or coach
- Ability to work the full academic year
- Experience working with ESL students or training in working with ESL students
- Flexibility to extra hours during the last few weeks of each quarter

Responsibilities:

- Staff the Center for Learning and Undergraduate Enrichment Writing Center as a tutor during assigned hours
- Participate in CLUE staff meetings, training sessions, and other work-related events
- Participate in outreach activities
- Work at least one “one-call” shift per week
- Other duties as assigned

Writing Advisers provide tutoring and supplemental instruction in support of regular academic programs. Tutor duties may include: one-on-one tutoring sessions, facilitation of workshops or lessons in entry level courses, and other duties as assigned.

The CLUE Program hours of operation are 6:30 p.m. – 12:00 a.m., Sunday through Thursday. Writing Advisers generally work between the hours of 7pm and 12:00am, with some exceptions. All tutoring activities are held in Mary Gates Hall during the academic year unless specifically scheduled and agreed to by tutors and employers.

To Apply

To apply for this position, please submit a cover letter describing your interest in the position, a resume or CV, and a sample of your writing to clue@u.washington.edu.